

Treasury Documentation**Subject:** Reasonable Accommodation Requests, Process**For:** EMPLOYEE and
HEALTH AND SAFETY HANDBOOKS**Also See:** BT-03042;
ET-03081, 121, 139**Identification** PT-03140
Procedure
Effective Date 12-1-2005
Replaces PT-03140 (6-1-2004)

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Employee or
Supervisor**Notes:** Reviews Policy ET-03121 on Treasury's Intranet for definition of qualified individual with disability under the Americans With Disabilities Act (ADA).

Requests for standard ergonomically correct office equipment should be handled by divisions through regular purchasing channels. Reasonable accommodation requests for office equipment should only be made in ADA circumstances. (Sees Policy ET-03139 in the Supervisor Handbook and on Treasury's Intranet.)

Employee

1. Determines need to request reasonable accommodation for a disability in order to continue performing the essential duties of job.
2. Discusses accommodation needs with Supervisor and determines whether request can be handled informally through the office/division, or whether request should be filed on form CS-1668 DISABILITY ACCOMMODATION REQUEST BY EMPLOYEE and processed according to Civil Service guidelines.

Informal Request

Supervisor

3. Approves request if agreeable to all parties, with or without modification, based on office/division policy and knowledge of Employee's functional limitation requiring accommodation.
4. Makes necessary arrangements to implement accommodations directly.

WHEN: No Later Than 10 Working Days After Implementing Accommodation

5. Follows up with Employee to determine if accommodation met objectives of Employee.
 - A. If objectives not met, determines if further action should be taken.

Or

- B. If objectives are met, documents the described need and accommodation measures taken, then ends this Procedure.

Formal Request

Employee

6. Contacts ADA Coordinator at (517) 373-3172 to request proper forms to submit reasonable accommodation request.
7. Prepares CS-1668 and includes the following information:
 - A. Job tasks and duties for which accommodation is being requested. Position description is not required.
 - B. Functional limitation caused by the condition for which accommodation is being requested.
 - C. Accommodation(s) requested.
8. Requests physician to complete form 2548 PHYSICIAN'S STATEMENT FOR REASONABLE ACCOMMODATION REQUEST. (This **must** be attached in order to process CS-1668.)

Note: All medical documentation and information shall remain confidential to the extent allowed by law, and kept separately from general personnel files. Information obtained or generated in processing an accommodation request may be released to individuals or agencies participating in the evaluation or provision of the accommodation, and may not be used in any way to discriminate against an Employee.

9. Makes copy of attachments, if necessary, and retains with copy of CS-1668.
10. Forwards completed forms to Supervisor.

Note: May forward forms directly to Human Resources if the Employee prefers.

Supervisor

11. Reviews CS-1668 and attachments.
 - A. Initials CS-1668 in lower-right corner and sends CS-1668, 2548 and attachments to ADA Coordinator.

Note: Maintains strict confidentiality with all information received. All questions should be referred to the ADA Coordinator.

ADA Coordinator

12. Reviews CS-1668, 2548 and attachments for clarity and completeness.
 - A. Discusses with Employee's Supervisor viable options available.

ADA Coordinator
(cont.)

12. B. If needed, requests Employee to provide additional medical documentation of limitation(s), and/or specific accommodations that would be required to enable Employee to continue performing essential functions of his/her job.

Note: Specific accommodations may be coordinated internally or externally.

13. If external resources are needed, coordinates necessary consultations (e.g., Michigan Rehabilitation Services).

- A. If written recommendation is received from consultant, makes copies for and discusses with Employee and Employee's Supervisor.

14. If determined that equipment and/or work station adjustment(s) are needed, completes and submits order(s).

WHEN: No Later Than 45 Days From Receipt of CS-1668

15. Completes Part A of CS-1669 RESPONSE TO DISABILITY ACCOMMODATION REQUEST for written record of action(s) taken or not taken.

- A. If approving request, checks "Approved" box in Part 7 of CS-1669 describing resolution, and describes final disposition.

- B. If denying request, checks "Denied" box and gives reason for denying request. (Sees Policy ET-03081, in this Handbook and on Treasury's Intranet, for acceptable reasons.)

16. Sends CS-1669 to Employee's Supervisor.

Supervisor

17. Reviews ADA Coordinator's response on CS-1669 and gives CS-1669 to Employee to review and complete Part B.

Employee

18. Reviews ADA Coordinator's response on CS-1669.

- A. If in agreement with response, checks "Agree" box and enters signature and date in Part B of CS-1669.

- B. If not in agreement with response, checks "Disagree" box, gives reason for disagreement and enters signature and date in Part B of CS-1669.

Note: If request has been denied, Employee may submit another CS-1668 with new information and/or documentation for consideration.

Employee (cont.) 19. Retains copy of CS-1669 and gives original to Supervisor.

Supervisor 20. Signs CS-1669, Part B, next to employee's signature.

A. If Employee did not sign CS-1669, notes reason in Part B.

21. Retains copy and returns original copy to ADA Coordinator.

ADA Coordinator 22. Logs the date CS-1669 was returned.

23. Files original CS-1668 and CS-1669 in Employee's file.

WHEN: No Later Than 30 Calendar Days After Implementing Accommodation

24. Pulls Employee's file, completes Part A of form CS-1670 EVALUATION OF DISABILITY ACCOMMODATION with information from Employee's file and/or log, and describes accommodation provided, including estimated cost(s).

25. Retains copy of CS-1670 in Employee's file and sends original CS-1670 with cover memo to Supervisor.

26. Logs date CS-1670 was sent.

Supervisor 27. Gives CS-1670 to Employee to review and complete Part B.

Employee 28. Completes Part B of CS-1670 and states whether:

A. Accommodation met objectives

B. Modifications were needed

C. Accommodations are still needed.

29. Returns original CS-1670 to Supervisor.

Supervisor 30. Completes Part C of CS-1670 and describes how accommodation helped Employee perform duties and tasks of his/her job.

31. Returns original CS-1670 to ADA Coordinator.

ADA Coordinator 32. Reviews Employee and Supervisor responses on CS-1670, notes final disposition of the request, and enters signature and date on Part D of CS-1670.

ADA Coordinator
(cont.)

33. Sends copies of completed CS-1670 to Supervisor and Employee.
34. Sorts all forms and paperwork for completed accommodation request in date order (oldest on bottom to most current).
35. Enters Employee information from file into the Reasonable Accommodation database.
36. Files Employee's file in Closed files.

End